

(Support Coordinator's EDA Waiver Slot Inactive Status Letter Template
- to be sent from the SC to the applicant on the SC agency's letterhead)
(Developed by OAAS State Office February 2010)

IMPORTANT INFORMATION!

Insert Date

Verification of Inactive Status for the Elderly and Disabled Adult (EDA) Waiver

(Insert Name)

(Insert Address)

(Insert City, State, Zip)

Re: (Insert Name)

Dear (Insert Name):

You were recently offered and accepted the Elderly and Disabled Adult (EDA) Waiver, but since we cannot find housing for you at this time, the Office of Aging and Adult Services, is placing your waiver case in "Inactive Status". Your waiver case is not being closed.

It is important that you contact your local OAAS Regional Office at (XXX) XXX-XXXX, if you receive any calls or information stating that housing is now available for you.

When our office or OAAS Regional Office finds out that housing is available for you, you will be contacted, so we can begin working on your waiver case again.

Please call me at (XXX) XXX-XXX, if you have any questions.

Sincerely,

(Insert Name)

XXX Support Coordinator

c: OAAS Region ____ Office